IC PURCHASE CARD COORDINATOR MEETING MINUTES

March 14, 2006

ATTENDEES:

NIH Purchase Card Program Office	IC Coordinators & Representatives
Georgiann Wilson	Debbie Britton - CC
John Best	Marilyn Cuzzolina - CSR
Nancy Davis	Denise Simmonds-Barnes - NCCAM
	Kathleen Hargett - NCI
	Laurel Carey - NCI
	Donna Brooks - NCMHD
	Barbara Wilson - NEI
	Paula Brugosh - NHGRI
	Patricia Meise - NIA
	Pat Parks - NIAA
	Shamay Knox - NIAID
	Paula Peltier - NIAMS
	Traci Pelan - NICHD
	Inez Demery - NICHD
	Shelia Zichos – NIDA
	Bridget McDonald - NIDA
	Anne Sumner - NIDCD
	Patricia Barton - NIDDK
	LaShonda Wooten - NIGMS
	Barbara Vermillion - NIMH
	Elizabeth Elliott - NINDS
	Renee Harris - NINR
	Tina Tyler - ORF
	Jody Sallah - ORS

Guest Speakers

NBS: Jim Marx, Dorann Penney
Deloitte & Touche Consulting LLP:
Debbie Murrey
Shawna Armstrong
Wendy Scott

Agenda items as discussed were as follows:

NBS Presentation on Document Conversion

Mr. Jim Marx of New Business System (NBS) presented on document conversion and the effect NBS will have on the Purchase Card Program. The NBS will be implemented in mid 2007. Mr. Marx discussed the difficult task of document conversion when implementing a new system and closing down a legacy system. From the P-Card and acquisition standpoint, document conversion only means that any open document that has been final paid and received will convert from ADB to the new system. Cleaning up those documents now would prevent many future problems. Purchase Card numbers and the demographics behind the cards will be converted also.

Mr. Marx distributed the NBS Solution document and discussed the proposed "Business Rules" for determining the usefulness and need for the NBS transition.
Business Rule 2; in NBS, commitment and obligation is when the log entry is made. There is no financial transaction when the invoice comes in. With regard to Rule 3, once NBS deploys, the last month of invoices in ADB have to be reconciled within ADB. There might not be an interface between Intermall and the new system. The current recommendation is to use the CIT log.

A question was asked about reconciling with ADB in the last month before deployment. Mr. Marx said that after deployment the easiest way to way to deal with those invoices is to print them out and manually enter them into the new system.

Business Rule 4 is more relevant to the programming people and Business Rule 5 just states that the old system will be closed out and the new system will begin the next day. Old invoices will not be converted into NBS, but they will still be accessible.

Ms. Wilson added that everyone should begin data cleanup immediately to prevent confusion and minimize the items to be reentered into NBS after deployment.

Mr. Marx stated that a dispute credit will default to the cardholder's CAN, but it would be best to get all the credits in before deployment and that the new system will not accept anything from prior fiscal years. Mr. Marx advised the attendees that every effort should be made to get the company to invoice before deployment. Otherwise, the money could be lost. Similarly, pre-obligated funds will not carry over and should be kept to a minimum and spent before the deployment. The transition may be handled differently among the institutes so the Business Rules are general.

Ms Wilson suggested using a paper log for the last month so they can be entered into the new system upon deployment, avoiding loss and duplication. The presentation ended.

Presentation on PayPal

Ms. Deborah Murrey, Program Manager for Deloitte & Touche Consulting LLP, reported on third party payment providers. PayPal is the largest third party payment provider among all other providers. PayPal usage has three problems:

- Third party payments are prohibited transactions.
- Third party payment transactions often do not show a useful description on the credit card statement, which causes confusion and disputed payments.
- PayPal payments can be considered cash advances, which are prohibited, because the funds are deposited in the PayPal account before the purchase is made. Most agencies have outlawed convenience checks and cash advances.

Currently the HHS committee is working to standardize the HHS Purchase Card Program and will include third party language in the new guide.

NIH Enterprise Directory System (NEDS) ID Numbers

As part of the NBS deployment, the Purchase Card program will require everyone's NIH Enterprise Directory System (NEDS) ID number, which is an NIH employee's badge ID number. All new applications will have a section requesting the NEDS ID. The challenge is getting all the existing 2700 cardholders and Card Approving Officials (CAO) into the system. The current plan is to go back to the IC PC Coordinators to get help gathering the information. The Automated Data Base (ADB) is being modified to include the NED ID so that when NBS is deployed, the information will already be in the system. NBS will need NEDS ID because it is an unchanging common factor attached to every cardholder. Unfortunately, the data cannot be converted from ADB because in the registration screen, the NED ID is not a mandatory field.

Strategic Sourcing of Data

The Department has awarded Blanket Purchase Agreements (BPA's) and a memo regarding this initiative came out in the fall of 2005. The National Institutes of Health (NIH) is still discussing the issue with the Department. NIH's current position regarding Departmental BPAs is that until management uses the word "mandatory," it is considered another source, but not a mandatory source for the time being. However, it is strongly encouraged to use them. The process is still in the works, and waiver requirements do not apply yet.

Creditworthiness

A law passed in November rescinding the creditworthiness process for purchase cards only. However, the Office of Management and Budget (OMB) has not yet sent a rescission letter. Until the letter reaches NIH, the Department of Health & Human Services interim authority, with reduced credit limits, would continue. New applications are still being evaluated under the interim authority

Presentation on Green Purchase

OMB is tracking NIH participation in the "What is Green Purchasing Anyway?" training. NIH is at 90 percent participation. This number will increase as warrants of non-cardholders who have not had Green Purchasing training are revoked. OMB's goal is 100 percent participation. All cardholders, 1102s and everyone associated with the Purchasing Card Program must take the training immediately, either at golearn.gov or by going to a NIH web or video cast. The training takes one hour and must be completed every two years. Ms. Wilson will discuss with the Head Contracting Activity revoking purchase cards of those who do not participate in the training. New applicants will not get the card until they have completed the training.

Roundtable Discussion

Having completed the agenda, Ms. Wilson opened the floor to discussion among the attendees. She began by introducing the Deloitte reviewers.

Ms. Murrey said that the reviewers are pleased with their reception in the ICs thus far. Moving forward, Ms. Frasier will send notice to each IC's EO two months in advance, saying when the reviewers are coming and for how long.

Concerns were put forth regarding the lack of time purchase card applicants have in the Purchase card training class. The Deloitte contract was awarded on three activities: training for NIH, dealing with reviews, and dealing with reporting. Deloitte is in the process of reviewing and updating the training, and are considering extending the training to a day and a half, to include both lecture and hands-on training. Green Purchase Training will not be fully incorporated into the training but will be touched on, and trainees will be directed to take the appropriate class.

The meeting concluded at 11:13 AM.